

## Steps in the Announced Observation Process

1. Lesson Plan Step #1: Teacher completes lesson plan document & shares with administrator/supervisor prior to Pre-Conference (*Step 1 in Lesson Observation Document*)
2. Pre-Observation Meeting: The **Administrator** and **Teacher** meet to review the lesson plan and make adjustments and add evidence to the Step #1 Lesson Plan document (*Step 1 in Lesson Observation Document*)
3. Lesson Observation: The **Administrator** will observe of the lesson and collect evidence. The **Administrator** will provide the Step#2 Observation Form to the **Teacher** prior to leaving the classroom. The **Teacher** will add evidence to the form. (*Step 2 in Lesson Observation Document*)
4. Preparing for Post Teaching Conference:
  1. **Teacher** will have added evidence to the Step#2 Observation Form.
  2. **Teacher** will complete at least Component 4a on Step#4 Post Teaching Form.
  3. **Teacher** completes the self-assessment rubric by highlighting phrases that s/he assesses to be appropriate based on the lesson. The phrases can be highlighted across multiple levels of performance.
  4. **Teacher** may be asked to complete the Observation Summary Form in preparation of the Post Conference.
  5. **Teacher** provides the Administrator the following forms:
    1. Step#2 Observation Form
    2. Step#4 Post Teacher Form
    3. Self Assessment Rubric
    4. Observation Summary Form ( Possible)
  6. **Administrator/Supervisor** reviews the evidence presented and the Teacher's Self-Assessment and **ONLY** marks areas of agreement on the Teacher's Self Assessment in preparation for the post-conference. (*Observation Rubric Document*)
5. Post Conference:
  1. **Administrator/Supervisor** and **Teacher** collaborate during the Post-conference focusing on unmarked components and evidence (Submitted Forms). The **Teacher** and **Administrator/Supervisor** will collaboratively assign Levels of Performance to the components for which there is evidence completing Step#3 on the Lesson Plan/Post Teaching Form and Evidence for Domains 2,3 Form. The Teacher will be doing the thinking.
  2. Post-conference ends with the *Observation Summary* being finalized collaboratively between the **Teacher** and **Administrator/Supervisor**. Either party can write but focus should be on the **Teacher** doing the thinking. (*Observation Summary in Lesson Observation Document*). The *Observation Summary* will provide the components to focus on during the walk through observation.